AMATEUR MESSAGE FORM

Every message originated and handled should contain the following component parts in the order given.

I PREAMBLE
- *a.* Number (begin with 1 each month or year)
- *b.* Precedence (R, Q, P or EMERGENCY)
- *c.* Handling Instructions (optional, see text)
- *d.* Station of Origin (first amateur handler)
- *e.* Check (number of words/groups in text only)
- *f.* Place of Origin (not necessarily location of station of origin)
- *g.* Time Filed (optional with originating station)
- *h.* Date (must agree with date of time filed)

II ADDRESS (as complete as possible, include zip code and telephone number)

III TEXT (limit to 25 words or less, if possible)

IV SIGNATURE

CW MESSAGE EXAMPLE

I NR 1 R HXA W1AW 8 NEWINGTON CONN 1830Z July 1
a b c d e f g h

II DOANLD R SMITH $\overline{AA}$
164 EAST SIXTH AVE $\overline{AA}$
NORTH RIVER CITY MO 64103 $\overline{AA}$
PHONE 733 3967 $\overline{BT}$

III HAPPY BIRTHDAY X SEE YOU SOON X LOVE $\overline{BT}$

IV DIANA $\overline{AR}$ N

CW: Note that X, when used in the text as punctuation, counts as a word. The prosign $\overline{AA}$ separates the parts of the address, $\overline{BT}$ separates the address from the text and the text from the signature. $\overline{AR}$ marks end of message; this is followed by B if there is another message to follow, by N if this is the only or last message. It is customary to copy the preamble, parts of the address, text and signature on separate lines.

RTTY: Same as cw procedure above, except (1) use extra space between parts of address, instead of $\overline{AA}$; (2) omit cw procedure sign $\overline{BT}$ to separate text from address and signature, using line spaces instead; (3) add a CFM line under the signature, consisting of all names, numerals and unusual words in the message in the order transmitted.

PHONE: In general, use *prowords* in place of procedural signals or *prosigns*. The above message on phone would go something like this: "*Message Follows* Number one, routine, HX Alpha, W1AW, *check* eight, Newington, Connecticut, one eight thuhree zero zulu, July one, *to* Donald *Initial* R Smith, *Figures* one six fower, East Sixth Avenue, North River City, Missouri zero zero seven eight nine, Fone sev-ven thuhree thuhree, thuhree niyen six eight. *Break* Happy Birthday X-ray see you soon X-ray love *Break* Diana, *End of Message, Over.*" Speak in measured tones, emphasizing *every* syllable. Spell out phonetically all difficult or unusual words, but do *not* spell out common ones.

PRECEDENCES

The precedence will follow the message number. For example, on cw 207R or 207 EMERGENCY. On phone, "Two Zero Seven, Routine (or Emergency)."

EMERGENCY – Any message having life and death urgency to any person or group of persons, which is transmitted by amateur radio in the absence of regular commercial facilities. This includes official messages of welfare agencies during emergencies requesting supplies, materials or instructions vital to relief of stricken populace in emergency areas. During normal times, it will be *very rare*. On cw, this designation will *always* be spelled out. When in doubt, do *not* use it.

PRIORITY – Important messages having a specific time limit. Official messages not covered in the "Emergency" category. Press dispatches and other emergency-related traffic not of the utmost urgency. Notification of death or injury in a disaster area, personal or official. Use the abbreviation P on cw.

INQUIRY – Messages pertaining to the health or welfare of persons in a disaster should carry this precedence, which is abbreviated to Q on cw. These messages are handled *after* PRIORITY traffic but before ROUTINE. The Q precedence replaces the old "priority two" (P2 on cw).

ROUTINE – Most traffic in normal times will bear this designation. In disaster situations, traffic labeled "Routine" (R on cw) should be handled *last*, or not at all when circuits are busy with emergency, priority or inquiry traffic. Most traffic handled on amateur circuits in normal times will fall in this category.

Handling Instructions

HXA – (Followed by number.) Collect landline delivery authorized by addressee within. miles. (If no number, authorization is unlimited.)

HXB – (Followed by number.) Cancel message if not delivered within hours of filing time; service originating station.)

HXC – Report date and time of delivery (TOD) to originating station.

HXD – Report to originating station the identity of station from which received, plus date and time. Report identity of station to which relayed, plus date and time, or if delivered report date, time and method of delivery.

HXE – Delivering station get reply from addressee, originate message back.

HXF – (Followed by number.) Hold delivery until.(date).

This prosign (when used) will be inserted in the message preamble before the station of origin, thus: NR 207 R HXA50 W1AW 12.(etc.). If more than one HX prosign is used, they can be combined if no numbers are to be inserted, otherwise the HX should be repeated, thus: NR 207 R HXAC W1AW.(etc.), but: NR 207 R HXA50 HXC W1AW.(etc.); On phone, use phonetics for the letter or letters following the HX, to insure accuracy.

ARRL QN SIGNALS FOR CW NET USE

QNA*	Answer in prearranged order.
QNB*	Act as relay Between.....and.....
QNC	All net stations Copy. I have a message for all net stations.
QND*	Net is Directed (controlled by net control station).
QNE*	Entire net stand by.
QNF	Net is Free (not controlled).
QNG	Take over as net control station.
QNH	Your net frequency is High.
QNI	Net stations report In.* I am reporting into the net. (Follow with a list of traffic or QRU.)
QNJ	Can you copy me? Can you copy.....?
QNK*	Transmit messages for.....to.....
QNL	Your net frequency is Low.
QNM*	You are QRMing the net. Stand by.
QNN	Net control station is..... What station has net control?
QNO	Station is leaving the net.
QNP	Unable to copy you. Unable to copy.....
QNQ*	Move frequency to....and wait for.....to finish handling traffic. Then send him traffic for.....
QNR*	Answer.....and Receive traffic.
QNS	Following Stations are in the net.* (Follow with list.) Request list of stations in the net.
QNT	I request permission to leave the net for....minutes.
QNU*	The net has traffic for you. Stand by.
QNV*	Establish contact with.....on this frequency. If successful, move to....and send him traffic for.....
QNW	How do I route messages for.....?
QNX	You are excused from the net.* Request to be excused from the net.
QNY*	Shift to another frequency (or to....kHz) to clear traffic with.....
QNZ	Zero beat your signal with mine.

*For use only by the Net Control Station.

Notes on Use of QN Signals

The QN signals listed above are special ARRL signals for use in amateur cw nets *only*. They are not for use in casual amateur conversation. Other meanings that may be used in other services do not apply. Do not use QN signals on phone nets. *Say it with words.* QN signals are never followed by a question mark, even though the meaning may be interrogatory.

INTERNATIONAL Q SIGNALS

A Q signal followed by a ? asks a question. A Q signal without the ? answers the question affirmatively, unless otherwise indicated. See the ARRL *Handbook* and *Operating an Amateur Radio Station* for an expanded list.

QRA	What is the name of your station?
QRG	What's my exact frequency?
QRH	Does my frequency vary?
QRI	How is my tone? (1-3)
QRK	What is my signal intelligibility? (1-5)
QRL	Are you busy?
QRM	Is my transmission being interfered with?
QRN	Are you troubled by static?
QRO	Shall I increase transmitter power?
QRP	Shall I decrease transmitter power?
QRQ	Shall I send faster?
QRS	Shall I send slower?
QRT	Shall I stop sending?
QRU	Have you anything for me? (Answer in negative.)
QRV	Are you ready?
QRW	Shall I tell.....you're calling him?
QRX	When will you call again?
QRZ	Who is calling me?
QSA	What is my signal strength? (1-5)
QSB	Are my signals fading?
QSD	Are my signals mutilated?
QSG	Shall I send....messages at a time?
QSK	Can you work breakin?
QSL	Can you acknowledge receipt?
QSM	Shall I repeat the last message sent?
QSO	Can you communicate with.....direct?
QSP	Will you relay to.....?
QSV	Shall I send a series of V's?
QSW	Will you transmit on....?
QSX	Will you listen for.....on....?
QSY	Shall I change frequency?
QSZ	Shall I send each word/group more than once? (Answer, send twice or....)
QTA	Shall I cancel number....?
QTB	Do you agree with my word count? (Answer negative.)
QTC	How many messages have you to send?
QTH	What is your location?
QTR	What is your time?
QTV	Shall I stand guard for you....?
QTX	Will you keep your station open for further communication with me?
QUA	Have you news of.....?

ABBREVIATIONS, PROSIGNS, PROWORDS

CW	PHONE (meaning or purpose, exception obvious)
$\overline{\text{AA}}$	(Separation between parts of address or signature.)
AA	All after (used to get fills).
AB	All before (used to get fills).
ADEE	Addressee (name of person to whom message addressed).
ADR	Address (second part of message).
$\overline{\text{AR}}$	End of message (end of record copy).
ARL	(Used with "check," indicates use of ARRL numbered message in text.)
$\overline{\text{AS}}$	Stand by; wait.
B	More (another message to follow).
BK	Break; break me; break-in. (Interrupt transmission on cw. Quick check on phone.)
C	Correct; yes.
CFM	Confirm. (Check me on this.)
CK	Check me on this.)
DE	From; this is (preceding identification).
FONE	Phone; telephone.
$\overline{\text{HH}}$	(Error in sending. Transmission continues with last word correctly sent.)

CW	PHONE (meaning or purpose, exception obvious)
HX	(Handling instructions. Optional part of preamble.)
....	Initial(s). Single letter(s) to follow.
$\overline{\text{IMI}}$	Repeat; I say again. (Difficult or unusual words or groups.)
K	Go ahead; over; reply expected. (Invitation to transmit.)
N	Negative, incorrect; no more. (No more messages to follow.)
NR	Number. (Message follow.)
PBL	Preamble (first part of message).
....	Read back. (Repeat as received.)
R	Roger; point. (Received; decimal point.)
SIG	Signed; signature (last part of message).
SK	Out; clear (end of communication, no reply expected).
TU	Thank you.
WA	Word after (used to get fills).
WB	Word before (used to get fills).
....	Speak slower.
....	Speak faster.